

Approved For Release 2002/06/18 : CIA-RDP84-00933R000200150019-6

ODP #9-215

OMB Declassification/Release Instructions on File

Washington, D.C. 20505

2 FEB 1979

Executive Registry

79-3113/A

The Honorable Juanita M. Kreps
The Secretary of Commerce
U. S. Department of Commerce
Washington, D. C. 20230

25X1A

Copies sent to:
Director ADP
Control Office
IMS/ODP

Copies filed:
Dept Comm.
FIPS
DCI
Dept of Com.

Dear Madam Secretary:

The Office of Management and Budget Memorandum to
The Heads of Executive Departments and Agencies, dated
8 January 1979 on the subject of Federal Information
Processing Standards Program stated that OMB intends to
revitalize the standards program under the leadership
of the Department of Commerce and asked that a senior
CIA management official be appointed to assist the
Secretary of Commerce in this important effort. I have
appointed my Director of Data Processing, Mr. Clifford D.
May, Jr., as the CIA senior management official and have
appointed his Chief, Management Staff, [redacted] as the CIA point of contact on matters related to the
standards program. Their telephone number is [redacted]

STATINTL

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I also would like to name Mr. [redacted]
Director of Information Resources Office, DCI Resource
Management Staff as my representative for the Intelligence
Community to participate with your staffs in the standards
program. The Intelligence Information Handling Committee,
of which [redacted] is Chairman, is expected to establish
methods and procedures for developing and maintaining data
standards to be used in the Intelligence Community, within
the framework of the Federal standards program. In addition
to individual participation by each Executive Department
and Agency, I believe it would be mutually beneficial for
[redacted] to participate as my representative on behalf
of the entire Intelligence Community. [redacted] can be
reached on [redacted]

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Sincerely,

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/s/ Frank C. Carlucci

Frank C. Carlucci

cc: Mr. Walter W. Haase
Office of Management
and Budget

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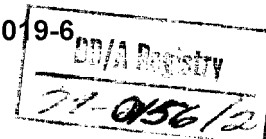
Ltr to Secretary of Commerce for DDCI Signature.

Distribution:

Orig - Secretary of Commerce 1-Mr. Haase/OMB
1 - ER
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1 - RFZ Chrono

STATINTL

Originator: se 31 January



ODP-9-126
26 JAN 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Federal Information Processing
Standards Program

REFERENCE : OMB Memo, dtd. 8 Jan. 79, subject:
Federal Information Processing
Standards Program

1. Action Requested. Paragraph 5 of this memorandum contains a recommendation that you sign the attached memorandum (Attachment 1) addressed to the Secretary of Commerce (with copy to the Office of Management and Budget).

2. Background. The referent memorandum (Attachment 2) was sent to the Office of Data Processing for action and it indicates that a senior Agency management official should be appointed who will be responsible for developing this Agency's policy and procedures for information processing standards and for overseeing their implementation. The Department of Commerce, National Bureau of Standards, is responsible for Federal Information Processing Standards Publications (FIPS PUBS). A list of current FIPS PUBS is attached (Attachment 3) for your information. One of the issues raised during the recent President's ADP Reorganization Project was a revitalization of the standards program.

3. Staff Position. The four Directorate ADP Control Officers, the DCI ADP Control Officer, and the Office of the Comptroller were polled for nominations for the senior Agency manager for standards. There was unanimous agreement that the name of the Director of Data Processing should be submitted to the Secretary of Commerce and OMB.

However, DDS&T concurred with one reservation. They felt that ultimately the Agency should establish an "ADP czar" at a level higher than ODP. The responsibility for standards discussed in this action would be assigned to such an Agency czar, if established. For your information, in another recent memo received from OMB, they are proposing that each agency appoint a senior management official to be responsible for overseeing the Agency's acquisition, management and use of information technology. This seems to be consistent with the DDS&T view.

4. OMB Notification: Mr. Walter W. Haase, Deputy Associate Director for Information Systems Policy, is the OMB official concerned with processing standards and the OMB 8 January 1979 memorandum. His office was informed that the CIA response to OMB and Commerce would be forwarded during the week of 22 January.

5. Recommendation: I recommend you sign the attached memorandum naming the Director of Data Processing as the Agency senior management official for standards and naming his Chief, Management Staff as the Agency point of contact for matters relating to standards.


Clifford D. May, Jr.

STATINTL

Attachments:

- 1 - Memo for Signature
- 2 - Reference (DD/A-79-0156)
- 3 - List of FIPS PUBS

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

The Honorable Juanita M. Kreps
Secretary of Commerce
U. S. Department of Commerce
14th St. N.W.
Washington, D.C. 20230

Dear Madam Secretary:

The Office of Management and Budget memorandum to the heads of executive departments and agencies, dated 8 January 1979 on the subject of Federal Information Processing Standards Program has been referred to me. The memorandum stated that OMB intends to revitalize the standards program under the leadership of the Department of Commerce and asked that a senior CIA management official be appointed to assist the Secretary of Commerce in this important effort. I have appointed my Director of Data Processing, Mr. Clifford D. May, Jr., as the CIA senior management official and have appointed his Chief, Management Staff, [REDACTED] as the CIA point of contact on matters related to the standards program. Their telephone number is [REDACTED].

25X1A

Sincerely,

Don I. Wortman
Deputy Director
for
Administration

cc: Mr. Walter W. Haase
Office of Management
and Budget

STATINTL



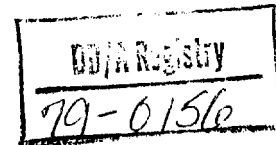
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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

JAN 8 1979



9-069
Executive Registry
79-3113

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Information Processing Standards Program

The Federal Government is making increasing use of automatic data processing to manage government programs more effectively and improve the delivery of services to the public. However, there is growing evidence that these resources are not being acquired and used as efficiently as possible.

A sound Federal information processing standards program can improve efficiency and produce significant savings for the American taxpayer. For example, standards for system development, performance assurance and computer security can reduce losses attributable to improper payments or fraud and theft.

The savings expected from the existing Federal Information Processing Standards program, created in 1965, have not materialized. Standards were not developed when needed, and agencies have frequently failed to implement those standards which were developed. Therefore, we intend to revitalize this effort under the leadership of the Department of Commerce. The Department is clarifying its goals and objectives, establishing a mechanism for setting priorities, and measuring the costs and benefits of the standards.

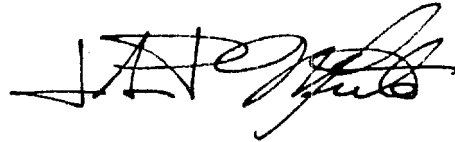
I urge you to assist the Secretary of Commerce in this important effort. You should appoint a senior management official who will be responsible for developing your agency's policies and procedures and overseeing their implementation. This official should also assist the Secretary of Commerce, as appropriate, in the following areas:

- Identifying high priority standards requirements.
- Assuring the development of effective standards.
- Evaluating the effectiveness of existing standards.
- Measuring the degree of agency compliance with Federal standards.

2

Please provide the name, title and telephone number of this official to the Secretary of Commerce and the Office of Management and Budget by January 19, 1979.

Beginning in 1979, the Secretary of Commerce will prepare an annual report on our progress. I ask each of you to take a personal interest in the success of this important effort.



John P. White
Deputy Director

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- NCS Memorandum 1-69, September 24, 1969, "Administrative Control of Traffic Input to the NCS During Emergency Conditions."

This memorandum sets policy for traffic control during emergencies and defines MINIMIZE. This policy applies to all Federal Government departments and agencies who are users of the NCS.

- o NCS Memorandum 1-70, February 14, 1970, "Voice Precedence for the NCS."

This memorandum defines the categories of precedence; Flash, Immediate, Priority, and Routine, and establishes the system used for all voice communications with rules for preemption. This is applicable to all departments and agencies.

- o NCS Memorandum 1-72, May 24, 1972, "Record Message Precedence System for the NCS."

The memorandum establishes the Record Message Precedence System for the NCS and is applicable to all of the operating agencies. It carries the same designation as the Voice Precedence System.

J. STANDARDS

The Department of Commerce, National Bureau of Standards is responsible for the Federal Information Processing Standards Program. Under this program, NBS is responsible for developing and issuing automatic data processing standards, which encompass, among other requirements, standards relating to automatic data processing equipment, techniques, and computer languages.

The Executive Agent, National Communications System is responsible for the Federal Telecommunications Standards Program, which includes Federal standards for transmission and switching equipment and techniques, equipment and techniques pertaining to modulation conversion for transmission, and for any necessary Federal standard for manual or automatic operation procedures for the setting up, holding, and clearing of calls for data transmission.

By interagency agreement, NBS and NCS agreed to share mutual responsibility for those standards which relate to (1) the junction (interface) between terminal modem and data terminal equipment, (2) alphabets and characters used for teleprocessing purposes, (3) error detection codes and requisite signaling, and (4) certain aspects of signal coding, transmission performance, and signal margin requirements.

ards which are the mutual responsibility of both NBS and NCS jointly issued in both the Federal Information Processing Standards Series and the Federal Telecommunications Standards Series.

1. Federal Information Processing Standards

Listed below are the Federal information processing standards issued to date in the Federal Information Processing Standards Publications Series published by the National Bureau of Standards. Standards which have also been issued in the Federal Telecommunications Standards Series are noted with an asterisk (*).

- o FIPS PUB 0: General Description of the Federal Information Processing Standards Register
- o FIPS PUB 1: Code for Information Interchange
- o FIPS PUB 2: Perforated Tape Code for Information Interchange
- o FIPS PUB 3-1: Recorded Magnetic Tape for Information Interchange
- o FIPS PUB 4: Calendar Date
- o FIPS PUB 5-1: States and Outlying Areas of the United States
- o FIPS PUB 6-2: Counties and County Equivalents of the States of the United States
- o FIPS PUB 7: Implementation of the Code for Information Interchange and Related Media Standards
- o FIPS PUB 8-4: Standard Metropolitan Statistical Areas
- o FIPS PUB 9: Congressional Districts of the United States
- o FIPS PUB 10-1: Countries, Dependencies, and Areas of Special Sovereignty
- o FIPS PUB 11: Vocabulary for Information Processing
- o FIPS PUB 12-2: Federal Information Processing Standards Index
- o FIPS PUB 13: Rectangular Holes in Twelve-Row Punched Cards
- o FIPS PUB 14: Hollerith Punched Card Code
- o FIPS PUB 15: Subsets of the Standard Code of Information Interchange

FIPS PUB 16: Bit Sequencing of Code for Information Interchange in Serial-by-Bit Data Transmission

- * FIPS PUB 17: Character Structure and Character Parity for Serial-by-Bit Data Communication in the Code for Information Interchange
- * FIPS PUB 18: Character Structure and Character Parity Sense for Parallel-by-Bit Data Communications in the Code for Information Interchange
- o FIPS PUB 19: Guidelines for Registering Data Codes
- o FIPS PUB 20: Guidelines for Describing Information Interchange Formats
- o FIPS PUB 21: Common Business Oriented Language--COBOL
- * FIPS PUB 22: Synchronous Signaling Rates Between Data Terminal and Data Communications Equipment
- o FIPS PUB 23: Objectives and Requirements of the Federal Information Processing Standards Program
- o FIPS PUB 24: Flowcharting Symbols and Their Usage in Information Processing
- o FIPS PUB 25: Recorded Magnetic Tape for Information Interchange (1600 BPI, Phases Encoded)
- o FIPS PUB 26: One-inch Perforated Paper Tape for Information Interchange
- o FIPS PUB 27: Take-up Reels for One-Inch Perforated Tape for Information Interchange
- o FIPS PUB 28: Standardization of Data Elements and Representatives
- o FIPS PUB 29: Interpretation Procedures for Federal Standard COBOL
- o FIPS PUB 30: Software Summary for Describing Computer Programs and Automated Data Systems
- o FIPS PUB 31: Guidelines for Automatic Data Processing Physical Security and Risk Management
- o FIPS PUB 32: Optical Character Recognition Character Sets
- o FIPS PUB 33: Character Set for Hand Printing

FIPS PUB 34: Guide for Use of International System of Units (SI) in Federal Information Processing Standards Publications

- o FIPS PUB 35: Code Extension Techniques in Seven or Eight Bits
- o FIPS PUB 36: Graphic Representation of Control Character for ASCII (FIPS 1)
- * FIPS PUB 37: Synchronous High Speed Data Signaling Rates Between Data Terminal Equipment and Data Communications Equipment
- o FIPS PUB 38: Guidelines for Documentation of Computer Programs and Automated Data Systems
- o FIPS PUB 39: Glossary for Computer Systems Security
- o FIPS PUB 40: Guidelines for Optical Character Recognition Forms
- o FIPS PUB 41: Computer Security Guidelines for Implementing the Privacy Act of 1974
- o FIPS PUB 42: Guidelines for Benchmarking ADP Systems in Competitive Procurement Environment
- o FIPS PUB 43: AIDS for COBOL Program Conversion (FIPS PUB 21 to FIPS PUB 21-1)
- o FIPS PUB 44: COBOL Coding Form
- o FIPS PUB 45: Guide for the Development, Implementation, and Maintenance of Standards for the Representation of Computer Processed Data Elements
- o FIPS PUB 46: Data Encryption Standard
- o FIPS PUB 47: Federal Standard COBOL Pocket Guide
- o FIPS PUB 48: Guideline on Evaluation of Techniques for Automated Personnel Identification
- o FIPS PUB 49: Guideline on Computer Performance Management: An Introduction
- o FIPS PUB 50: Recorded Magnetic Tape for Information Interchange, 6250 cpi (246 cpm) Group Coded Recording

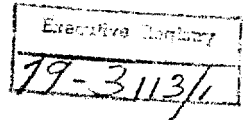
FIPS PUB 51: Magnetic Tape Cassettes for Information Interchange (3.810 mm [0.150 in] Tape at 32 bpm [800 bpi], PE)

- o FIPS PUB 52: Recorded Magnetic Tape Cartridge for Information Interchange, 4 Track, 6.30 mm (0.125 in) 63 bpm [1600 bpi] Phase Encoded
- o FIPS PUB 53: Transmittal Form for Describing Computer Magnetic Tape File Properties
- o FIPS PUB 54: Computer Output Microform Format and Reduction Ratios
- o FIPS PUB 55: Guideline for Codes for Named Populated Places and Related Entities of the States of the United States
- o FIPS PUB 56: Guidelines for Managing Multi-Vendor Plug Compatible ADP Systems
- o FIPS PUB 57: Guideline for the Measurement of Interactive Computer Service Response Time and Turnaround Time
- o FIPS PUB 58: Representations of local Time of Day for Information Interchange
- o FIPS PUB 59: Representations of Universal Time, Local Time Differentials, and United States Time Zone References for Information Interchange

2. Federal Telecommunications Standards

Listed below are those Federal telecommunications standards issued to date in the Federal Telecommunications Standards Series published by the NCS. Standards which have also been issued in the Federal Information Processing Standards Series are noted with an asterisk (*).

- * FED STD 1001: High Speed Synchronous Signaling Rates Between Data Terminal Equipment and Data Circuit Terminating Equipment
- o FED STD 1002: Time and Frequency Reference Information
- o FED STD 1005: 2400 BPS Modems
- o FED STD 1006: 4800 BPS Modems
- * FED STD 1010: Bit Sequencing of Code for Information Interchange in Serial-By-Bit Data Transmission



STATINTL

DCI/RM 79-2606

25 JAN 1979

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM:
Deputy to the DCI for Resource Management

SUBJECT: Federal Information Processing Standards Program

REFERENCE: OMB Memorandum, dtd 8 January, copy attached

STATINTL

1. Action Requested: That you sign the attached letter to the Secretary of Commerce and the Director of Office of Management and Budget naming as the DCI's representative responsible for overseeing implementation of the Federal Standards Program in the Intelligence Community.

2. Background: In a letter to all Heads of Executive Departments and Agencies OMB criticizes past performance of the Federal Information Processing Standards Program and calls for a new attempt under the Secretary of Commerce to revitalize the FIPS effort. We are faced with a similar attempt to revitalize a standards program within the Intelligence Community beginning with standardization of ADP data elements. I believe it is important that the Community show prompt and full support for the Federal program, not only at individual Agency level but also on behalf of the DCI.

3. Recommendation: There is a long standing DCI policy ^{Supporting} that Data Standards ^{for} will be adopted and enforced throughout the Intelligence Community. DCID's 1/4 and 1/15 place the responsibility for such ^{promoting} standards in the Intelligence Information Handling Committee; therefore, I recommend that you nominate Chairman of the IHC to serve with the FIPS Program.

STATINTL



Attachment:

Ltr to Sec. of Commerce and
D/OMB

STATINTL

SUBJECT: Federal Information Processing Standards Program

Distribution: DCI/RM 79-2606

Original - Addressee w/att

1 - DD/CIA w/att

1 - ER w/att

1 - D/DCI/RM w/att

MEMORANDUM FOR: The Honorable Juanita M. Kreps
Secretary of Commerce

The Honorable James T. McIntyre, Jr.
Director, Office of Management and
Budget

SUBJECT: Federal Information Processing Standards
Program

REFERENCE: Office of Management and Budget, Executive
Office of the President Memorandum, dated
8 January 1979, Same Subject

STATINTL

1. I would like to name [redacted], Director of
Information Resources Office, DCI Resource Management Staff as my
representative for the Intelligence Community to participate with your
staffs in the Federal Information Processing Standards Program.

STATINTL

2. [As Director of the Information Resources Office and Chairman
of the DCI Intelligence Information Handling Committee, [redacted]
responsible for the adoption and enforcement of standardized procedures
for information handling and use of ADP resources throughout the Intelli-
gence Community. He is also charged with ensuring that standards
developed by the Federal Information Processing Standards Program are
implemented by Community members.] In addition to individual participa-
tion by each Executive Department and Agency, I believe it would be
mutually beneficial for [redacted] also to participate as my representa-
tive on behalf of the entire Intelligence Community.

STATINTL

3. [redacted] can be reached at [redacted]

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Danmy 207 - not so!

STANSFIELD TURNER

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/15¹

DATA STANDARDIZATION
FOR THE INTELLIGENCE COMMUNITY

(Effective 18 May 1976)

Pursuant to Section 102 of the National Security Act of 1947, Executive Order 11905 and National Security Council Intelligence Directives, a policy for data standardization for the Intelligence Community is hereby established.

1. *Definitions*

a. This directive specifically applies to, but is not necessarily limited to, national and interdepartmental foreign intelligence and foreign intelligence-related information.

b. For the purpose of this directive, the Intelligence Community program for data standardization falls under the Federal "program" type of data standards. Federal "general" standards which have been approved for Federal-wide use are also applicable to the Intelligence Community.²

2. *Policy*

The policy established hereby is to promote the use of data standards in the exchange of foreign intelligence and foreign intelligence-related information to achieve an optimum level of compatibility among information handling systems in the Intelligence Community.

3. *Responsibility*

a. The Intelligence Information Handling Committee (IHC)³ will establish methods and procedures for developing and maintaining data standards to be used in the Intelligence Community.

The development of a US Foreign Intelligence Standards Program should:

(1) Be within the framework of the standards program for the Executive Branch of the Government.

(2) Be compatible with the missions, directives and agreements under which member agencies must operate.

(3) Support, and be supported by, the data standardization programs of member agencies.

b. Consideration should be given to the many functional and economic aspects of establishing, promulgating and implementing data standards for the Intelligence Community.

¹This directive supersedes DCID 1/15 effective 14 October 1969.

²Federal Information Processing Standards Publication 28, "Standardization of Data Elements and Representations," 5 December 1973. US Department of Commerce, National Bureau of Standards.

³DCID No. 1/4 effective 18 May 1976.

George Bush
Director of Central Intelligence

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/4¹

INTELLIGENCE INFORMATION HANDLING COMMITTEE

(Effective 18 May 1976)

Pursuant to Section 102 of the National Security Act of 1947, Executive Order 11905 and National Security Council Intelligence Directives, an Intelligence Information Handling Committee (IHC) is hereby established as a standing Director of Central Intelligence Committee with the following mission and functions.

1. *Mission*

The mission of the committee, under the general guidance of the Director of Central Intelligence, is to promote and coordinate within the Intelligence Community the accomplishment of Director of Central Intelligence objectives for information handling,² and the continuous improvement and integration of Intelligence Community information handling systems.

2. *Functions*

The functions of the committee are:

- a. To formulate and recommend to the Director of Central Intelligence objectives, policies, plans and programs relating to the establishment of an Intelligence Community information handling system.
- b. To monitor and coordinate implementation of plans and programs approved by the Director of Central Intelligence.
- c. To assist the Intelligence Community in the introduction of improved methods and facilities for information handling.
- d. To develop and promulgate within the Intelligence Community rules, procedures and formats for the exchange of information between agencies.
- e. To monitor efforts in the scientific, academic and industrial communities in information science in order to ensure that optimum use of this research is directed to the Intelligence Community information processing problem.
- f. To promote the establishment of education and training programs in information science.
- g. To identify Intelligence Community research and development needs and to promote interagency exchange of information and cooperation in research and development on information processing, particularly in those areas which involve the Intelligence Community as a whole.

¹This directive supersedes DCID No. 1/4 effective 4 April 1968.

²Information handling, for the purpose of this directive, includes the functions of receipt of information from collection sources, dissemination, transformation, indexing, categorization, storage, retrieval and presentation, and telecommunications and teleprocessing related thereto.

h. To promote and coordinate the development of Intelligence Community information handling capabilities which will provide on a timely basis as required relevant multi-source information in response to authorized queries.

i. To provide assistance and encourage the development of standardized procedures for information handling to include the development of compatibility of files for ADP storage and retrieval systems.

j. To promote arrangements between organizations designed to eliminate unwarranted duplication of files and processing.

k. To ensure that the security aspects of new information handling systems under development are given appropriate consideration.

l. To assist as appropriate in the development of automated information handling systems and automated conferencing techniques for crisis management and indications and warning activities.

m. To monitor for the Director of Central Intelligence and the Intelligence Community the intelligence information handling requirements for emergency contingency planning.

n. To formulate and recommend policies and procedures relating to the procurement, indexing, flow, storage, exchange and release of intelligence documents.

o. To promote, coordinate and monitor Intelligence Community telecommunications and teleprocessing activities related to information handling.

3. *Community responsibilities*

Upon request of the committee chairman, Intelligence Community organizations shall furnish to the committee within established security safeguards particular information or materials needed by the committee and pertinent to its functions.

4. *Composition, organization and rules of procedure*

The composition, organization and rules of procedure of the Intelligence Information Handling Committee are those stated in DCID 1/3.

George Bush
Director of Central Intelligence